

**BY ORDER OF THE COMMANDER**  
**88TH AIR BASE WING**

**88th AIR BASE WING INSTRUCTION**  
**36-5021**



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**Personnel**

**88 ABW RESOURCE**  
**CORPORATE BOARD (RCB)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This operating instruction implements AFI 36-502, *Managing Civilian Personnel Resources*, 30 March 1994, to further detail the role of the 88 ABW Resource Corporate Board (RCB) which is to manage the Air Force (AF) civilian resources for 88 ABW, specifically balancing: mission priorities; civilian pay; workyear (WY) execution (WYE); and the recruitment and retention of high-caliber AF Civilians for 88 ABW organizations. This instruction supersedes any other 88<sup>th</sup> ABW local guidance pertaining to the Resource Corporate Board. 88 ABW/DV chairs the RCB on behalf of the 88 ABW/CC; members of the Board include senior civilian members of each 88 ABW Group, one representative from 88th Comptroller Squadron (CPTS) and one representative of 88 ABW Staff (to include OSS). The Civilian Employment Plan (CEP) Manager, 88 FSS/FSMCX; Civilian Pay Manager, 88 CPTS/FMA; and Manpower Chief, 88 FSS/FSMM functionally and administratively support the RCB. This publication does not apply to the Air National Guard or the Air Force Reserve Center (ANG/AFRC) units. Send comments and suggestions about this publication for improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**1. Purpose of the RCB.** This instruction details the operating procedures necessary to execute the civilian pay, WYE, and mission priorities for the Wing. In particular, it covers prioritization of 88 ABW civilian vacancies, temporary hiring freezes; civilian overhires, Pathways students, summer hire programs, overtime and all activities relating to appropriated-fund civilian personnel programs. Refer all questions regarding this or concerns not detailed in this procedure to the 88 ABW CEP Manager.

**2. Roles and Responsibilities.** The RCB is a corporate decision-making body for the Wing. As such, the RCB sets policy, provides oversight, and devises strategy for managing resources that affect the Wing's ability to organize, train and equip the workforce. The RCB executes its role in a dynamic environment of fluctuating budgets and expanding missions. Accordingly, the RCB establishes operating procedures to economically execute Wing civilian employment within funding and manpower realities.

2.1. RCB voting members include:

2.1.1. The senior civilian of each 88 ABW Group.

2.1.2. One representative from the Comptroller Squadron.

2.1.3. One representative of 88 ABW Staff, or designee; the ABW Staff representative represents all Wing Staff Agencies and OSS.

2.2. RCB voting members may bring additional representatives to discuss pertinent issues on behalf of their organization.

2.3. RCB voting members address issues requiring resolution on a consensus basis with guidance from the advisory members (CEP Manager, Civilian Pay Manager, and Manpower Chief), as necessary. In the event of a tie, 88 ABW/DV will make the final decision. 88 Medical Group will only vote when Defense Health Program (DHP) funded issues are discussed.

### **3. Temporary 88 th ABW Civilian Hiring Freezes.**

3.1. The RCB may determine a hiring freeze/slowdown within the Wing is necessary due to civilian pay funding or WY constraints. During such times, the Hiring Prioritization Board (HPB) will be stood up and will convene every two weeks to approve recruitment actions, including student extensions and summer hire programs, based upon current WY and/or funding restrictions.

3.2. The HPB membership consists of the RCB voting members or their designee. The CEP Manager, Civilian Pay Manager, and Manpower Chief will be provide guidance as necessary.

3.3. The HPB will forward recommendations to the RCB for final approval.

### **4. Air Force Civilian Overhires.**

4.1. The RCB will manage short-term overhires in accordance with AFMCI 36-603, *Civilian Overhire Program*, 13 Aug 14 (certified current on 17 Jul 15). Short-term overhires are a tool for accomplishing workload expected to last less than one year, such as:

4.1.1. Facilitate advanced hiring for a projected vacancy, retirement of the incumbent, or manpower that is already programmed but not yet effective ("bridge overhiring").

4.1.2. Funding provided by agencies outside of the Wing for a particular mission/project.

4.1.3. Absence of an incumbent of a permanent authorization due to extended leave, or long-term/full-time training.

4.1.4. Coverage of a reemployed annuitant (strictly short-term); procedures for the hiring of reemployed annuitants can be referred to the local Civilian Personnel Flight.

4.2. The RCB will rarely approve long-term overhires (over a year in length) regardless of funding capability unless the requesting organization has a long term plan for conversion to permanent authorization that is being actively worked and is being briefed annually. Requesting organizations must clearly explain the workload change that has caused the overhire request.

4.3. To fund all overhires, 88 ABW must either identify a permanent AF Civilian authorization that will remain vacant for the duration of the overhire (an “offset”), or fund from a non-pay source or lapse rate. If a vacancy is the funding source, the wing must identify the authorization that will remain vacant as the offset when the action is submitted to fill the proposed overhire. If non-pay is the funding source, group leadership should consult with the CPTS to realign the funding to civilian pay prior to approval of the overhire. The RCB will determine the length of the overhire based on the amount funded, but no later than 30 September of the fiscal year in which the overhire was effective unless it grants an extension.

4.4. When an agency or activity outside the wing offers reimbursable funding but no firm authorizations for long-term work to be performed on their behalf, organizations shall not accept the workload unless sufficient manpower authorizations or funding documents are transferred from the requesting agency to the gaining organization. Organizations should document this in a memorandum of agreement (MOA), preferably a programming letter (PGL), and process it through 88 FSS/FSMM for RCB coordination. If the workload is not 88 ABW work, but is appropriate and is expected to last longer than one year, the organizations will need to address long-term or permanent requirements through the Program Objective Memorandum (POM) process in coordination with 88 FSS/FSMM.

4.5. To request overhires, organizations shall process overhire requests through 88 FSS/FSMM for approval by the RCB. At a minimum, each overhire request will include:

4.5.1. Detailed justification narrative.

4.5.2. Length of time required.

4.5.3. Proposed series and grade/broadband level.

4.5.4. Impact on mission if disapproved.

4.5.5. Organizational actions taken to accommodate workload from existing resources.

4.5.6. Whether Individual Mobilization Augmentee (IMAs); borrowed from active-duty military manpower; or AF Civilian overtime, compensatory, or credit hours were considered.

4.5.7. Explanation of actions taken to implement a permanent solution.

4.5.8. Identify the offset to cover the overhire. Provide either the manpower authorization that will remain vacant for the length of overhire or the non-pay source of the funds that will be transferred to fund the requirement. If the organization has neither an offset nor non-pay source of funds to fund the overhire, state the organization is requesting approval and funding from the RCB.

4.5.9. Exception: Advanced approval is not required when overhire is for the advanced hiring of a projected vacancy or retirement not yet effective.

## **5. Pathways Program.**

5.1. Annually in the spring, 88 FSS/FSMCX will task organizations who have student personnel requirements, to provide justification if they want to retain/hire student(s). The RCB will assess the need for student extensions based on mission impacts and civilian pay before any approvals are obtained. If civilian pay or workyears become constrained in the year of execution, the RCB will consult with Civilian Personnel regarding options for reducing the student population, if applicable.

5.2. Organizations will provide the following information to the RCB for review and approval of any student employment requests:

5.2.1. Organization requesting.

5.2.2. Occupational series and grade level requested.

5.2.3. Detailed description of duties.

5.2.4. Required skills.

5.2.5. Impact on 88 ABW mission if disapproved.

5.2.6. List primary and alternate resources for reimbursement.

5.2.7. Time period position needed.

5.3. All organizations will submit to the RCB for approval any student or summer hire requests prior to submitting to the Civilian Personnel Flight.

5.4. During outplacement activities, organizations must assign indefinite Pathways personnel to a permanent full time equivalent authorization. Organizations may promote eligible students to the next higher grade as long as the student(s) are performing at an acceptable level and meet all other eligibility requirements for the next grade.

## **6. Issues arising from the RCB will be elevated to the 88 ABW/CC.**

BRADLEY W. MCDONALD, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-502, *Managing Civilian Personnel Resources*, 30 March 1994

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMCI 36-603, *Civilian Overhire Programs*, 13 August 2014

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**CEP**—Civilian Employment Plan

**CPTS**— 88th Comptroller Squadron

**DHP**—Defense Health Program

**HPB**—Hiring Prioritization Board

**IMA**—Individual Mobilization Augmentee

**MOA**—Memorandum of Agreement

**OSS**—Operations Support Squadron

**PGL**—Programming Letter

**RCB**—Resource Corporate Board

**WY**—Workyear

**WYE**—Workyear Execution